



**For relocating dependents over 21, please state reason for dependency (Ex. parents):**

Name	Reason for Dependency
_____	_____
_____	_____
_____	_____
_____	_____

**4. TRAVEL TO NEW OFFICIAL STATION:**

(Every effort should be made for the employee and immediate family to accomplish travel at the same time.)

- a. Will you, and members of your immediate family travel together? \_\_\_\_\_  
Give anticipated departure date \_\_\_\_\_, arrival date \_\_\_\_\_ and mode of travel:  
\_\_\_\_\_ Privately owned automobile (POV) – If more than one POV, indicate how many needed: \_\_\_\_\_  
\_\_\_\_\_ Common carrier: Air \_\_\_\_\_ Train \_\_\_\_\_ Bus \_\_\_\_\_

- b. If your family will be traveling separately, give departure date \_\_\_\_\_, arrival date \_\_\_\_\_  
and mode of travel:  
\_\_\_\_\_ Privately-owned automobile (POV)  
\_\_\_\_\_ Common carrier: Air \_\_\_\_\_ Train \_\_\_\_\_ Bus \_\_\_\_\_

Please state reason why it is necessary for your family to travel separately:  
\_\_\_\_\_

- c. If driving what is your estimated mileage (one way): \_\_\_\_\_  
\_\_\_\_\_

**5. TEMPORARY QUARTERS: (ACTUAL EXPENSE METHOD)**

Temporary Quarters actual expense is NTE 60 days unless authorized. Temporary Quarters may be utilized at the old or new duty station. The first 30 days is based on the standard CONUS per diem rate ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) for the employee. The spouse and children 12 years of age and older are allowed 75% of the employee rate. Children under 12 years of age receive 50% of the employee rate. Subsequent 30 day claims are reduced as follows: 75% of the CONUS per diem rate for the employee, spouse and children 12 years of age and older to 50% of the CONUS per diem, and children under 12 years of age to 40% of the CONUS per diem rate.

**(Itemized receipts are required. Refer to the Relocation Guide)**

Name	Location	Estimated # of days
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS:**

(Temporary Storage NTE 90 days unless authorized)

- a. Number of bedrooms in current home: \_\_\_\_\_  
b. Anticipated date of shipment: \_\_\_\_\_  
c. Will you require temporary storage at the old official station? \_\_\_\_\_ Approx # of days: \_\_\_\_\_  
Will you require temporary storage at the new official station? \_\_\_\_\_ Approx # of days: \_\_\_\_\_  
d. Mobile home:  
1. Do you desire to move a mobile home which you own and will occupy as a residence? \_\_\_\_\_  
2. If so, where is it presently located? \_\_\_\_\_  
3. Date it will be moved? \_\_\_\_\_

**7. UNEXPIRED LEASE: \* (See Below)**

- a. Are permanent residence quarters currently being leased at old official station? \_\_\_\_\_  
b. Will there be any penalties or expense incurred in connection with settlement of an unexpired lease? \_\_\_\_\_  
If yes, give estimated amount \_\_\_\_\_, and explain below why the expense cannot be avoided:  
\_\_\_\_\_

8. **SALE OF RESIDENCE AT OLD OFFICIAL STATION: \* (See Below)**

- a. Do you plan to sell your residence at your old official station? \_\_\_\_\_
- b. Type of residence? \_\_\_\_\_
- c. Is the title in your name or in the name of one or more members of your immediate family? \_\_\_\_\_
- d. Did you acquire the residence prior to the time you were informed of your transfer? \_\_\_\_\_
- e. Do you anticipate completion of the sale within two years after the date of reporting to your new official station? \_\_\_\_\_
- f. Estimated sale price of the residence: \_\_\_\_\_

OR

**RELOCATION SERVICES (GUARANTEED HOME SALE): \*(See Below)**

This service is an optional entitlement **in lieu of Sale** of your residence through a broker in section 8 above. The relocation services company will have independent appraisers assess your home's current value and offer an amount of money to purchase your house that will be an average of two appraisals. You will have 60 days to accept their offer. The advantage of this service is that you have a known sale date. The disadvantage is your house could receive a higher price on the open market with a broker.

Do you plan to use this option versus selling your residence on the open market? (Yes/No) \_\_\_\_\_  
Please indicate the estimated value of your home to let the relocation services provider have an idea of open market value: \_\_\_\_\_

9. **PURCHASE OF RESIDENCE AT NEW OFFICIAL STATION: (\* See Below)**

- a. Do you plan to purchase a residence at your new official station within two years after the date you report for duty? \_\_\_\_\_
- b. Estimated purchase price: \_\_\_\_\_

\* (You must complete sale, purchase and lease termination within two years after you report for duty at your new station unless an extension of time has been authorized. You may be granted an extension of two additional years, however, it is the RELOCATEE'S responsibility to request an extension BEFORE the two years has expired.)

The above responses are accurate and complete to the best of my knowledge at this time. Any significant changes will be brought to the attention of the Relocation Specialist.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Upon completion of this questionnaire, the Relocation Specialist will complete the following estimates:

- 1) Miscellaneous Expense: Individual: \_\_\_\_\_ Family: \_\_\_\_\_
- 2) Withholding Tax Allowance (WTA): \_\_\_\_\_
- 3) Relocation Income Tax Allowance (RITA): \_\_\_\_\_
- 4) Total of allowable reimbursements: \_\_\_\_\_
- 5) Employer share of FICA/HITS: \_\_\_\_\_
- Total Estimated Expenses: \_\_\_\_\_

PRIVACY ACT

In compliance with the Privacy Act of 1974, the following information is provided. Basis authority for requiring the requested information is contained in 5 USC 5701-5733, particularly sections 5721-5733, 30 USC 905 and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for collecting data is to determine the amount to reimburse an employee for expenses incurred in connection with permanent change of station. Information may be transferred to appropriate Federal, State, local or foreign agencies when relevant to civil, criminal or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we shall not be able to reimburse you for your expenses.

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